

# Vendor Agreement: Centerpieces & Decor

The following agreement is intended to assist you and LaMalfa to make this event a complete success. We look forward to working with you and ask that any special requests be made (10) days in advance by contacting LaMalfa at (440) 357-9333 or by email at [lamalfa@lamalfa.com](mailto:lamalfa@lamalfa.com).

- All items needed for centerpieces/decorations must be provided by the florist/decorator or client. LaMalfa does not provide mirrors, votive candles or holders, rose petals etc... for you to use, rent or borrow.
- You are responsible for the delivery, set-up and removal of all items regarding centerpieces/decorations.
- Set up can begin two (2) hours prior to the event's invitation time the day of the event
- Tear down & removal must be completed within one (1) hour after the event's close time. ALL OF YOUR PERSONAL ITEMS & CENTERPIECES MUST BE REMOVED ONE HOUR AFTER THE EVENT. LAMALFA IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO ITEMS LEFT AT THE FACILITY PAST THE SPECIFIED REMOVAL TIME. ITEMS MAY NOT BE PICKED UP AFTER EVENT.
- Upon your arrival at LaMalfa please check in at the front desk/office. You will then be directed where to unload your supplies. We ask that **NOTHING** be delivered through the front doors of LaMalfa or the Hotel.
- Any "special" requests must be arranged 10 days in advance with the Event Coordinator at LaMalfa.
- All candles must be in a container or on a mirror. The person signing below will be held responsible for any damage caused by improper use of candles.
- Use of confetti or glitter in ANY room is prohibited (a clean-up fee of \$500.00 will be assessed to client if any GUEST or decorator uses confetti or glitter).
- Please remain professional at all times while on our property. Proper attire is required when setting up your items.
- You are responsible for any live or silk flowers needed for the cake or ice carving.
- If there is an ice carving or cake, you are responsible for placing the greens and/or flowers. The ice carving and cake will be set up in the ballroom no earlier than one-hour before event.
- A signed copy of this agreement is required in the file of every event, **NO EXCEPTIONS!**

## **Please complete and return no later than 30 days prior to event date:**

I have read and understand the above requests made by LaMalfa and will contact LaMalfa with any special requests or concerns.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact #: \_\_\_\_\_

Event Name: \_\_\_\_\_

**\*MUST BE SIGNED BY OWNER OF THE COMPANY\***